

SELF-CHECK LIST

Name _____ Social Security # _____

Location Address _____ County _____

**CERTIFICATION REQUIREMENTS
FOR FAMILY CHILD CARE HOME**

The Department for Community Based Services has regulatory responsibility under 922 KAR 2:100 for the certification of Family Child Care Homes which provide child care for six or fewer unrelated children. Certification means that the child care home has met the State's requirements pursuant to 922 KAR 2:100. This checklist outlines the requirements that family child care providers shall meet to be certified.

Instructions for completing Checklist:

Please mark each requirement. If you are meeting the requirement, put a check (✓) in the first blank beside the statement. If you are not meeting the requirement, put a (X) in the blank. If the requirement does not apply to your child care home, put N/A (for not applicable) in the blank.

STANDARDS FOR CERTIFICATION PURSUANT TO 922 KAR 2:100

	DCBS Use Only
A. An applicant for certification shall:	
1. Be at least eighteen (18) years of age. [Section 2(2)(a)]	
2. Submit a written statement from a physician that the applicant is in good health. [Section 2(2)(c)]	
3. Submit two (2) written character references (initial applicant only). [Section 2(2)(c)]	
4. Submit to a criminal record check in accordance with KRS 17.165 conducted within the past year by the Kentucky State Police or Administrative Office of the Courts. [Section 2(2)(c)]	
5. Submit a copy of the results of a negative tuberculosis skin test administered within thirty (30) days of the date of the application for certification. [Section 2(2)(c)]	
6. Submit to a check of the central registry pursuant to 922 KAR 1:470. [Section 2(2)(d)]	
B. An Adult in the Home of the Applicant, Employee, Substitute or Assistant shall:	
1. Submit to a Criminal Record check in accordance with KRS 17.165 conducted within the past year by the Kentucky State Police or Administrative Office of the Courts. [Section 2(3)(a)]	
2. Submit to a check of the central registry pursuant to 922 KAR 1:470. [Section 2(3)(b)]	
3. Submit written verification from a licensed health care professional or a health department that the individual is free of active tuberculosis. [Section 2(3)(c)]	
C. Training Requirements for Applicant/provider:	
1. Within three (3) months of completion of the initial application for certification, an applicant shall: Demonstrate completion of training as required by KRS 199.8982(1)(a)(6) in the following areas: (a) Basic health, safety and sanitation, (b) recognizing and reporting child abuse; and (c) Developmentally appropriate child care practice. [Section 2(6)]	
2. The certified family child care provider shall be currently certified in Infant and Child CPR and Infant and Child First Aid by an agency approved by the Cabinet for Health and Family Services or Board of Emergency Services. [Section 10(6)(a)(b)]	
3. Beginning with the second year of operation, complete annually at least six (6) hours of cabinet-approved child development training. [Section 10(1)(b)]	

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D. Age/Training Requirements for Substitute provider. A substitute provider shall:

1. Be at least eighteen (18) years of age. [Section 10(8)(a)]
2. Be certified by a cabinet-approved agency in Infant and Child cardiopulmonary resuscitation (CPR) and Infant and Child First Aid. [Section 10(8)(b)]
3. If used in the absence of the family child care home provider in excess of fourteen (14) calendar days during a one (1) year period, demonstrate completion of at least six (6) hours in cabinet-approved training in (a) basic health, safety and sanitation; (b) recognizing and reporting child abuse; and (c) developmentally appropriate child care practice. [Section 10(9)]

E. Staff-Child Ratio:

1. A certified family child care provider shall not provide care for more unrelated children than the number authorized on the certificate of operation (maximum of six (6) unrelated). [Section 10 (2)]
2. If the provider cares for more than four (4) infants, including the provider's own or related infants, the provider shall have an assistant present. [Section 10(3)]
3. A provider shall not care for more than six (6) children under the age of six (6) years old including the providers own or related children. [Section 10(4)]
4. The maximum number of unrelated children in the care of a certified family child care home provider shall not exceed six (6). A provider may care for four (4) related children in addition to six (6) unrelated children for a maximum child care capacity of ten (10). [Section 10(5)]
5. A certified family child care provider who operates the in-home child care business for twenty-four consecutive hours shall: [Section 10 (7)]
 - a. Receive an eight (8) hour respite after working sixteen (16) consecutive hours; and
 - b. Employ an assistant or employee during the period of respite.

F. The Family Child Care Home Environment:

1. The providers home and each play area used for child care shall be safe and have adequate heat, light and ventilation. [Section 11 (1)(a)(b)]
2. Each floor level used for child care shall have at least one (1) unblocked exit, one (1) smoke detector fire extinguisher and a carbon monoxide detector if the home uses fuel burning appliances or has an attached garage. [Section 11(2)(a)(b)(c)(d)]
3. New applicants and providers who change location after the effective date of this administrative regulation shall have on each floor level used for child care at least two (2) unblocked exits to the outside and one (1) smoke detector, fire extinguisher and a carbon monoxide detector if the home uses fuel burning appliances or has an attached garage. [Section 11(3)(a)(b)]
4. The home and areas accessible to children in care shall be free of hazards and the following items shall be inaccessible to a child in care: [Section 11(4)]
 - (a) Cleaning supplies, poisons, paints and insecticides.
 - (b) Knives, scissors and sharp objects
 - (c) Power tools, lawn mowers, hand tools, nails and other equipment
 - (d) Matches, cigarettes, lighters, combustibles and flammable liquids
 - (e) Alcoholic beverages
 - (f) Plastic bags; and
 - (g) Litter and rubbish

5. Medication including medicine that requires refrigeration shall be stored in a container or area with a lock to ensure a child is unable to access the medication within the container or area. [Section 11(5)]
6. Guns shall be stored in a container with a lock, which requires a key, or a combination to open. [Section 11(6)(a)(b)]
7. Electrical outlets not in use shall be covered. [Section 11(7)]
8. An electric fan, floor furnace, or freestanding heater or fireplace shall be out of the reach of a child; or have a safety guard to protect a child from injury. [Section 11(8)(a)(b)]
9. The home shall have at least one working telephone on each level used for child care with a residential or commercial line and a list of emergency numbers posted by each telephone, including numbers for the: [Section 11(9)(a)(b)]
 - (a) Police
 - (b) Fire station
 - (c) Emergency medical care, rescue squad; and
 - (d) Poison control center
10. Equipment and toys shall be developmentally appropriate according to the age of children in care; in sufficient quantity for the number of children in care; and safe, sound, clean, and in good repair. [Section 11(10)(a)(b)(c)]
11. Television or video viewing by a child shall be limited to developmentally appropriate child related content. [Section 11(11)]
12. Stairs and steps used for children in care shall be solid, safe and railed. [Section 11(12)(a)(b)(c)]
13. If an infant or toddler is in the care of a provider, indoor stairs with more than two (2) steps shall be blocked. [Section 11(13)]
14. The provider shall maintain first aid supplies that are easily accessible for use in an emergency, but inaccessible to the children in care and wash superficial wounds with soap and water before bandaging. First aid supplies shall include a fully equipped first aid kit containing the following nonexpired items: [Section 11(14)(15)]
 - (a) Liquid soap
 - (b) Adhesive bandages
 - (c) Sterile gauze
 - (d) Medical tape
 - (e) Scissors
 - (f) A thermometer
 - (g) Flashlight
 - (h) Cold pack
 - (i) First aid book
 - (j) Disposable gloves
 - (k) A cardiopulmonary resuscitation mouthpiece

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| 15. Exclusive of the bathroom and storage area, the indoor area, including furnishings, used for child care shall contain at least thirty-five (35) square feet per child for play and activities that meet the developmental needs of the children in care. [Section 11(16)(a)(b)] | _____ | _____ |
| 16. An outdoor play area shall be free of hazards. [Section 11(17)] | _____ | _____ |
| 17. Each child in an outdoor play area shall be under the direct supervision of the provider, substitute, employee or assistant. [Section 11(18)] | _____ | _____ |
| 18. Outdoor play equipment shall be securely anchored, developmentally appropriate, age appropriate, and safe. [Section 11(19)(a)(b)(c)(d)] | _____ | _____ |
| 19. A trampoline shall not be accessible to a child in the care of a provider. [Section 11(20)] | _____ | _____ |
| 20. A swimming pool on the premises shall be maintained; have a water filtering system; be supervised when in use; and be inaccessible when not in use. [Section 11(21)(a)(b)(c)(d)] | _____ | _____ |
| 21. A fire and tornado drill shall be conducted during hours of operation at least monthly and documented. [Section 11(22)(a)(b)] | _____ | _____ |
| 22. A earthquake drill shall be conducted during hours of operation at least quarterly and documented. [Section 11(23)(a)(b)] | _____ | _____ |
| 23. During the hours of operation, the provider, employee and other persons in the home shall: [Section 11(24)(a)(b)] | | |
| (a) Shall be free of the influence of alcohol or a controlled substance, except for use of a controlled substance prescribed by a physician; and | _____ | _____ |
| (b) Prohibit smoking in the presence of the children in care. | _____ | _____ |
| 24. During a provider's absence, a substitute provider shall be physically present at the home during the hours of operation. [Section 11(25)] | _____ | _____ |
| 25. A provider shall not be employed outside of the home during regular hours of operation. [Section 11(26)] | _____ | _____ |
| 26. The home shall: [Section 11(27)] | | |
| (a) Be clean, uncluttered, and free of insects and rodents. | _____ | _____ |
| (b) Have a water supply that is properly located, protected, adequate, of a source approved by the local health department; and, | _____ | _____ |
| (c) Have bathrooms, including toilets, sinks and potty chairs that are sanitary and in good working condition. | _____ | _____ |
| 27. The provider, assistant, substitute and each employee shall: [Section 11(28)] | | |
| (a) Wash hands with soap and running water before and after diapering a child. | _____ | _____ |
| (b) Assure that a covered, leak-proof container is available for soiled diapers, emptied daily and cleaned daily. | _____ | _____ |
| (c) Use sanitary procedures when preparing and serving food. | _____ | _____ |
| (d) Assure that a child shall not share cups, eating utensils, wash cloths, towels. | _____ | _____ |
| (e) Refrigerate perishable food and beverages. | _____ | _____ |
| 28. The refrigerator shall be in working order and have a working thermometer demonstrating that the refrigerator is maintained at a temperature of forty-five (45) degrees Fahrenheit or below. [Section 11(29)(a)(b)] | _____ | _____ |

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| 29. Except if thawed for preparation or use, frozen food shall be kept at a temperature of zero (0) degrees Fahrenheit as verified by a thermometer in freezer. [Section 11(30)] | _____ | _____ |
| 30. Unless provided as a part of the fee for child care, an infant's formula shall be prepared and provided by the parent. [Section 11(31)] | _____ | _____ |
| 31. If more than one (1) bottle-fed child is in the care of the provider, each child's bottle shall be labeled. [Section 11(32)] | _____ | _____ |
| 32. While feeding an infant, the child shall be held; bottle shall not be propped or left in the mouth of a sleeping infant. [Section 11(33)] | _____ | _____ |
| 33. Milk or milk products served shall be pasteurized. [Section 11(34)] | _____ | _____ |
| 34. Meals shall be served in an amount appropriate to the age of the child; and include appropriate types of food according to the age of the child: [Section 11(35)11(36)11(37) and 11(38)] | | |
| (a) Breakfast shall include milk, bread; and fruit or vegetable or 100 percent juice. | _____ | _____ |
| (b) A snack shall include two of the following: milk, protein source, fruit or vegetable or 100 percent juice or bread. | _____ | _____ |
| (c) Lunch and dinner shall include: milk; protein source; two (2) vegetables or a fruit and one (1) vegetable and bread. | _____ | _____ |
| 35. Windows and doors shall be screened for ventilation. [Section 11(39)] | _____ | _____ |
| 36. A household pet shall be vaccinated for rabies. [Section 11(40)] | _____ | _____ |
| 37. Indoor and outdoor garbage shall be stored in a waterproof container with a tight-fitting cover. [Section 11(41)] | _____ | _____ |
| 38. Adequate space shall be provided at rest time for each child in care for more than four (4) hours. Rest time area shall be comfortable, clean, safe and in good repair. Individual linens shall be provided for each child; changed at least weekly, or if soiled or wet immediately. [Section 11(42)] | _____ | _____ |
| 39. If overnight care is provided, the caregiver shall: remain awake until every child in care is asleep; sleep on the same floor level of the home as an infant or toddler; and provide an individual bed, crib playpen, or cot with comfortable, clean and safe bedding for each child. Each crib and playpen shall meet the consumer safety standards. [Section 11(43)] | _____ | _____ |

G. Program for Children:

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| 1. A written and posted routine plan shall be established for daily activity and opportunity for outdoor play and reading. [Section 11(44)(a)(b)(c)] | _____ | _____ |
| 2. A child who is not asleep shall be visually supervised. [Section 11(45)] | _____ | _____ |
| 3. Except for a school-aged child whose parent has given written permission and whose whereabouts are known, a child shall not be permitted off of the premises without the caregiver. [Section 11(46)] | _____ | _____ |
| 4. Use of corporal physical discipline is prohibited, pursuant to KRS 199.896(18). [Section 11(47)] | _____ | _____ |
| (a) A child shall not be: | | |
| 1) Handled roughly in any way, including shaking, pushing, pinching, slapping, biting, kicking and spanking. | _____ | _____ |
| 2) Placed in a locked room, closet, box or other confined space.[KRS 199.898(1)] | _____ | _____ |
| (b) The provider or other person in the home shall not: | | |
| 1) Use disciplinary methods which humiliate, shame or frighten a child. [KRS 199.898(1)] | _____ | _____ |
| 2) Use harsh or demeaning language in the presence of children. [KRS 199.898 (1)] | _____ | _____ |
| (c) Discipline shall not be: | | |
| 1) Delegated to another child. [KRS 199.898(1)] | _____ | _____ |
| 2) Related to food, rest or toileting. [KRS 199.898(1)] | _____ | _____ |

a. Food shall not be withheld or given as a means of discipline. [KRS 199.898(1)]		
b. A child shall not be disciplined for lapses in toilet training. [KRS 199.898(1)]		
c. A child shall not be disciplined for not sleeping during rest time. [KRS199.898(1)]		
5 A child shall be released from the family child care home to, the child’s custodial parent, the person designated in writing by the parent to receive the child; or in an emergency a person designated over the telephone by the parent. [Section 11(48)(a)(b)(c)]		
H. Child Health:		
1. To assure a healthy environment, the provider shall maintain a: [Section 11(49)(a)(b)]		
(a) Current immunization certificate for each child within thirty (30) days of enrollment unless an attending physician or parent objects to the immunization of a child pursuant to KRS 214.036.		
(b) DCC-180, Child’s Health and Emergency Information form, completed and signed by the child’s parent or guardian, retained on file on the first day the child attends.		
2. A provider shall provide immediate notification of a medical emergency to the parent, person exercising custodial control; or if the parent or person exercising custodial control is unavailable, family physician. [Section 11(50)(a)(b)(c)]		
3. A quiet, separate area that can be easily supervised shall be provided for a child too sick to remain with other children. [Section 11(51)]		
4. Prescription medication shall not be administered to a child in care, except as authorized by a licensed physician and the daily written request of the parent or guardian. [Section 11(52)(a)(b)]		
5. Nonprescription medication shall be administered to a child only with the written daily request of parent or guardian. [Section 11(53)]		
6. The caregiver shall: [Section 11(54)]		
(a) Be able to recognize symptoms of childhood illness.		
(b) Be able to provide basic first aid.		
(c) Maintain a child care program that assures affirmative steps are taken to protect children from abuse and neglect pursuant to KRS 600.020, and		
(d) Maintain daily attendance records documenting the arrival and departure time of each child.		
I. Transportation:		
1. If transportation is provided or arranged by the family child care home provider, the provider shall: [Section 12(1)]		
(a) Have written permission from a parent or guardian to transport his child.		
(b) Have a car or van equipped with seat belts.		
(c) Require that a child be individually seat-belted; remain seated while in the vehicle is in motion and if a child is under forty (40) inches in height be transported in the back seat and restrained in a federally-approved motor vehicle safety seat in good repair.		
(d) Have a valid driver’s license issued by the Division of Motor Vehicles.		
(e) Have emergency and identification information about each child in the vehicle whenever children are being transported.		
(f) Conform to state laws pertaining to vehicles, driver’s license and insurance pursuant to KRS 186.020, 216.530 and 281.600.		
2. A child shall not be left unattended in a vehicle. [Section 12(2)]		

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FOR AGENCY USE ONLY

Purpose of Visit:

_____ Initial Application
_____ Certification Renewal Date _____
_____ Other

Reason _____ Date _____

_____ Corrective Action Recommended Date _____

_____ Full Compliance Achieved Date _____

The information in this report has been reviewed with me by:

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Family Child Care Provider

Signature

Title

COMMENTS: _____

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